FEDERAL AVIATION ADMINISTRATION

ASU-500
INFORMATION TECHNOLOGY DIVISION

CONFIGURATION CONTROL BOARD CHARTER

Version 1.0

Submitted by Erin Chatmon for
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ASU-500 CCB Chairperson

10/18/01
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1 INTRODUCTION

In order to establish and maintain the integrity of ASU-500 systems and services, the Division Manager of Information Technology (ASU-500) established a Configuration Management (CM) Program. The CM Program is one of the responsibilities assigned to the Systems Engineering Branch (ASU-540).

An integral part of the CM Program is the creation of the ASU-500 Configuration Control Board (CCB). The ASU-500 CCB Charter assigns responsibility for establishing baselines and controlling changes to these baselines for the Configuration Items (CIs) identified in Appendix A.

1.1 Purpose

The purpose of this document is to establish the ASU-500 CCB Charter and assign responsibility for establishing baselines for systems/services and controlling changes to these baselines for those CIs listed in Appendix A. This Charter defines the authority, responsibilities, and membership of the ASU-500 CCB.

The ASU-500 CCB provides structure and streamlined control of ASU-500 Systems throughout their lifecycle. Lifecycle CM, through the ASU-500 CCB, will ensure that changes are visible to the Division and provide consistency of technical direction across all systems/services.

1.2 Authority

The ASU-500 CCB is authorized by the National Airspace System Configuration Control Board (NAS CCB) in accordance with FAA Order 1800.66, Configuration Management Policy.

The NAS CCB approval of this Charter empowers the ASU-500 CCB to establish and approve all subsequent changes to the CIs listed in Appendix A, in accordance with responsibilities outlined in Section 2.0, "ASU-500 CCB Responsibilities."

2 ASU-500 CCB RESPONSIBILITIES

The ASU-500 CCB is responsible for CM policy and directing all CM functions within the Information Technology (IT) Division. The ASU-500 CCB controls initial configuration baselines and all changes to baselines for ASU-500 CIs identified in Appendix A.

The ASU-500 CCB is responsible for:

a. Performing CCB functions as established in this charter.
b. Approving and implementing the CCB Operating Procedures and CM Change Request (CR) Process documents and any changes to these documents.
c. Establishing baselines for systems/services and controlling subsequent changes to those baselined CIs.
d. Ensuring adherence to configuration control procedures in processing changes to the baselines under this CCB control.
e. Ensuring that the changes to baselined documents are presented to this CCB for approval.

f. Reviewing proposed changes to the baselines for potential impacts.
g. Ensuring that the proposed changes are coordinated with interface/impacted organizations.
h. Adjudicating proposed changes presented to this CCB ensuring an accurate review and thorough evaluation.
i. Issuing ASU-500 CCB Action Forms (AFs) documenting actions taken by the CCB regarding each CR including assigning action items as necessary .
j. Ensuring action items are completed as directed.
k. Approving ASU-500 system/service-level CM plans, policies and CCB charters.
l. Ensuring through Configuration Status Accounting, that all approved changes are tracked, documented and completed.

3 CCB PARTICIPANTS

The ASU-500 CCB is comprised of the following participants:

- Permanent Members
- Ad Hoc Members
- Technical Advisors/Consultants.

3.1 Permanent Members

The Permanent Members of the ASU-500 CCB are the following individuals or their designated representatives:

- Chairperson is the ASU-500 Division Manager
- Executive Secretary is the ASU-540 CM Lead
- Information System Security (ISS) Lead
- ASU-500 IPT Lead and Branch Managers:
  - ASU-510
  - ASU-520
  - ASU-530
  - ASU-540
- FAA Lines of Business (LOBs) Chief Information Officers (CIOs)
  - Assistant Administrator for Region and Center Operations (ARC) CIO
  - Assistant Administrator for Civil Aviation Security (ACS) CIO
  - Assistant Administrator for Air Traffic Services (ATS) CIO
  - Assistant Administrator for Regulation and Certification (AVR) CIO

3.2 Ad Hoc Members

Ad Hoc Members represent FAA organizations that are not Permanent Members of the ASU-500 CCB which may be impacted by changes being decided by the ASU-500 CCB. They have an interest in the proposed change and participate in the ASU-500 CCB meetings as required to advocate or oppose the CR. Their function shall be to ensure that proposed changes are consistent with the technical and policy positions of their organizations.

Examples of Ad Hoc Members include representation from the following organizations:

- System Owners for each CI identified in Appendix A
- Other FAA Lines of Business Chief Information Officers
- Local Area Network (LAN) administrators outside of ASU-500
- Office of the Assistant Administrator for Information Services and CIO (AIO)

3.3 Technical Advisors/Consultants

Technical Advisors/Consultants will be invited to the ASU-500 CCB meetings on a case-by-case basis to provide specialized technical or program management information. They will advise and counsel the Chairperson, when requested, within their areas of expertise. They may provide studies and presentations to assist the ASU-500 CCB in its deliberations.

4 ASU-500 SYSTEM-LEVEL CM PLANS

Due to a diverse customer base, some ASU-500 Systems may create their own system-level CM Plans and associated CCBs. If this is the case, the System-Level CM Plan, Policies, etc., must be submitted to the ASU-500 CCB for approval.

5 CCB ADMINISTRATION

As Executive Secretary, the ASU-540 CM Lead will be responsible for scheduling ASU-500 CCB meetings as approved by the CCB Chairperson and coordinating the administrative tasks of the CCB, in accordance with the ASU-500 CCB Operating Procedures and the ASU-500 CCB CM CR Process.

6 CCB DECISIONS

The ASU-500 CCB shall review and approve, disapprove, or defer a proposed CR. During this process, the CCB shall attempt to reach consensus decisions. However, the Chairperson has the sole responsibility to make the final decision on each CR submitted in accordance with the ASU-500 CM CR Process.

Decisions may be preceded by a period of discussion on the disposition of a CR. The decision will be documented on an ASU-500 CCB Action Form (AF) prepared and signed by the Executive Secretary and presented to the Chairperson for approval. All approved AFs will be distributed to permanent members and pertinent System Owners within five (5) business days after the conduct of the meeting.

In the event of specific circumstances outlined in the ASU-500 CCB CM CR Process, the Chairperson shall call an emergency CCB meeting. Should the CCB Chairperson be unable to convene an emergency meeting, the Chairperson may approve or disapprove Urgent CRs without the benefit of an ASU-500 CCB meeting.

CRs that are processed outside of the normal CCB process shall be documented and communicated to permanent members as soon as practical, but no later than the next regularly scheduled meeting.

Questions and concerns regarding CCB decisions shall be addressed to the Executive Secretary (via e-mail) and will be presented to the Chairperson, as required.

7 CHANGES TO THIS CHARTER

Changes to this Charter shall only be made upon recommendation of the ASU-500 CCB and with the NAS CCB approval. The ASU-500 CCB Chairperson has the final authority over the operation of the ASU-500 CCB and all other related matters.

8 DELEGATION OF CCB AUTHORITY

The CCB Chairperson can authorize, in writing to the Executive Secretary, other individuals to act as Chairperson. ASU-500 CCB permanent members can delegate specific authority via advance notice to the Executive Secretary.

9 CCB OPERATING PROCEDURES

The CCB Operating Procedures (Version 1.0) dated August 17, 2000 is a companion document to this charter and is available under separate cover. The operating procedures define the steps to execute responsibilities assigned in this charter.

APPENDIX A

ASU-500 CONFIGURATION ITEMS (CIs)

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The ASU-500 System Inventory and Impact Assessment Reports (SIIARs), developed as part of the Y2K renovation effort, will serve as the initial product baseline definition CI for each ASU-500 System.

As these CIs, or components thereof, are placed under configuration control, they will be entered into a CM Repository.

All of the CIs listed below are under the purview of the ASU-500 CCB. Currently, these CIs reflect the primary systems/services managed by the Information Technology Division.

- ACQUIRE
- CCMAIL (Current corporate electronic message (e-mail) system)
- ENET (Enterprise Network)
- ICEMAN (Integrated Computing Environment – Mainframe and Network)
- MAN (Metropolitan Area Network)
- NAIMES (NAS Aeronautical Information Management Enterprise System)
- NEXGEN (Next Generation Electronic Message System) (future corporate e-mail system)
- Novell (Local Area Network)
- WEB SERVER (Corporate web page)
- WinNT (Local Area Network)